Air Education and Training Comma

Replenishing the Combat Capability of America's Air Force

U.S. AIR FORCE

The Out And About Program "Yard Work 101"

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Integrity - Service - Excellence

Overview

- Purpose
- Frequency
- Conducting Visits
- Documentation

Purpose

- A process used to gather MEO/human relations-associated information affecting base personnel, to include visits to units, base facilities and off-base establishments.

Frequency

- Monthly (depending on mission requirements)
- Each Unit will be visited at least once in each 2 year period (More often if possible or necessary)
- Visits can be conducted by one staff member at any time during the day or evening hours

Things to consider when planning/conducting your visits

- Incorporate the O & A philosophy into your Key Personnel Briefings
- Explain the difference between O & A and UCA programs
- Let leadership know how you conduct your visits and what information will be provided to them at the completion of the visit

Things to Consider

- Find out if they would like you to coordinate your visits with their deputy or First Sergeant

- Ensure your staff is aware of the commander's rules of engagement (if not, it could affect your office credibility)

Things to Consider

- Before you conduct your first visit, ensure you and your staff understand what O & As are intended for.
- They are not:
  - An opportunity for unit members to file formal/informal complaints (refer back to office)
  - One on one counseling sessions
  - To circumvent the chain of command
  - There to keep secrets from the chain of command
  - Done in lieu of formal complaints

Conducting the Visit

- **Coordinate your visit with the commander or designated representative prior to visit**
- **Explain the purpose of the visit to all potential interviewees**
- **Try and speak with a diverse group of personnel during your visit**
- **Attempt to spend equal time in small and large organizations**

Areas of Responsibility

- NCO/Officer's club
- Sports and fitness Center
- Bowling Facility
- Dining Facility
- Base Exchange
- Commissary
- Child Development Center (CDC)
- Security Forces (Investigations, gates, patrol rides)
- Random Dorm Visits
- Random Unit/Shop visits
- Off-base establishments

Observations

- Facility layout (ADA compliant)
- Polarization
- Communication
- Bulleting boards
- Desk tops
- Screen savers
- Latrines
- Housekeeping
- Music

Gathering meaningful information?

- **Develop good quality of life questions**
- **Has your quality of life improved, remained the same or diminished since joining the Air Force or coming to Iceland?**
  - What are some of the driving sources in your opinion?
- **On a scale of 1-10, with 10 being highest, how would you rate your morale?**
- What factors did you consider when you rated your morale?

Completing your visit

- **Check on the availability of the Commander or designated representative for an out-brief after your visit**
- **If available, provide them a short out-brief focusing on the main issues gathered during your visit**
- **Let them know that a copy of your visit will be filed in their unit continuity folder for future reference**

Documenting your visit

- **Document the visit on an AF Form 1271 and file in continuity folder (ensure entire staff reviews visit)**
- **DO NOT document the names of individuals you speak with (non attribution/reprisal)**
- **Summarize the salient issues gathered during your visit**
  - **Don’t simply state “Conducted an O & A to the BX, everything looked good.”**

The “Yard Work” is Complete

QUESTIONS?